

ESQUIMALT POSITION DESCRIPTION

Pos. No: 471

EFFECTIVE DATE: JANUARY 1986

Amended: May 2022

Approved by: Manager of Corporate Services

Position Title:	Archivist
Department/Division/Section:	Corporate Services

POSITION FUNCTION

Reporting to the Manager of Corporate Services, the Archivist is responsible for coordinating the collection, storage and preservation of a wide variety of historical records and archival materials relating to the Municipality for display and research.

KEY DUTIES

Manages the archival collection from acquisition and accession to classification and preservation using accepted archival standards.

Collects and coordinates evaluation of archival material from Municipal offices and through donations; assesses importance of material to the historical record of the Municipality; sorts and catalogues material on computer and in accession ledger; determines conservation and storage methods; maintains clipping files and photograph collection; updates heritage inventory of buildings in the Municipality; photographs houses, businesses, and events.

Interviews donors to obtain information regarding materials; interprets collection using PowerPoint presentations for school and community groups; designs, fabricates, and sets up displays; rotates displays in library and display cases; coordinates and participates in Heritage Month programs; exchanges information with archival museums and associations.

Assists in the recruitment, training, and supervision of volunteers for the Municipal Archives; coordinates, assigns, and reviews the work of staff and volunteers; ensures schedules, procedures, and established performance and safety standards are met.

Maintains a positive and welcoming environment for researchers and volunteers.

Prepares and oversees the annual Archives budget.

Prepares applications for grants and proposes appropriate special projects to utilize grant funding awarded.

Makes recommendations on heritage issues such as policy, architecture, and plaques.

Performs research to support the Municipal collection; assists archival researchers; writes newspaper articles; sells reproductions and photocopies of items.

Reviews and coordinates responses to requests from archives clients for research advice and assistance on the history of the Municipality; determines sources to be used; provides controlled access to archival materials.

Recommends, develops, and implements archival policies and procedures.

Digitizes archival collections and makes them available online.

Creates and maintains indexes, reference files, and finding aids.

Works with the Communications Manager to ensure the Archives' website and social media are maintained and updated.

Represents the Archives on municipal advisory committees and boards, external ad hoc working groups, and community events where required.

Performs related duties where qualified.

INDEPENDENCE

Archival work is generated by donations and internal and external research requests.

Work is reviewed through discussion with supervisor.

Non-routine matters such as major expenditures are discussed with supervisor.

WORKING CONDITIONS

Physical Effort:

Move files, documents, materials, and retrieve records (frequent).

Sit with arms unsupported while keyboarding (frequent).

Repetitive motions while performing low speed data entry (occasional).

Mental Effort:

Short periods of intense concentration while conducting research and writing reports and proposals (frequent).

Short periods of intense concentration while dealing with telephone counter and staff/public requests (frequent).

Visual/Auditory Effort:

Focus on printed material, source data, and computer monitor for short periods (often).

Short periods of listening with intense concentration to questions at the front counter and on telephone (frequent).

Work Environment:

Office.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Promote, incorporate and role model the Township's core values into all program activities:

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Understanding of archival principles and practices according to the Archives Association of BC (AABC) and Rules for Archival Description (RAD).

Sound knowledge of the care and handling of textual, cartographic, audiovisual, and machine-readable records.

Detailed understanding of research methods and resources.

Working knowledge of the principles and techniques involved with records life-cycle management.

Familiarity with the *Freedom of Information and Protection of Privacy Act* and *Copyright Act*.

Ability to analyze, appraise, classify, describe, arrange, and catalogue archival material.

Effective oral and written presentation and communication skills.

Strong organization, time management, and unit workflow prioritization skills.

Ability to establish and maintain effective working relationships with staff; to deal effectively and tactfully with the public; to provide clear verbal and written answers to complex reference enquiries; and to provide accurate information.

Proficient computer skills in operating a networked computer and various software programs (e.g., MS Office suite, Adobe suite, etc.) and website content management systems.

Experience operating various other technical equipment including specialized digitization equipment such as a photograph and negative scanner, digital video camera, digital camera, and digital voice recorder.

Ability to plan and prepare a budget.

Ability to work independently.

QUALIFICATIONS

Formal Education, Training, and Occupational/Professional Certification

Completion of a recognized diploma program in records management, archival, or library studies.

Experience

Minimum of 3 years directly related experience in archives, library, or museum, preferably with municipal or other government, or an equivalent combination of related education and experience.

OTHER

No special licences or certifications required.

Length of time to become familiar with job duties and responsibilities: 6 months.